

# Основные требования:

- ✓ Требуемый объем для личного письма С1 – 100–120 слов.
- ✓ Если в личном письме менее 89 слов, то задание проверке не подлежит и оценивается в 0 баллов.
- ✓ При превышении объема, т.е. если в выполненном задании С1 более 132 слов, проверке подлежит только та часть работы, которая соответствует требуемому объему.
- ✓ Время на выполнение – 30 минут.
- ✓ Максимальный балл – 6



**Heading** is in the top right corner

Anapa

Russia

17.10.16



## Salutation (the first paragraph):

Dear Name ,

Don't forget about the comma!!!



# Opening Lines

(the second paragraph sentence 1):

- I was very glad to get your letter;
- It was great to get your letter.



# Opening Lines

(the second paragraph sentence 2):

-Sorry, I haven't answered earlier because I have been very busy with my school.



# Opening Lines

(the second paragraph sentence 3):

- How are you doing? I hope everything is OK.



# Body of the letter (the third paragraph answering questions ):

- In your letter you asked me about ...
- I'd like to tell you that ...



# Introductory phrases:

- ❖ You know,...
- ❖ As for me,...
- ❖ As I remember, ...
- ❖ As I know,...
- ❖ To tell the truth,...
- ❖ To be honest, ...
- ❖ Anyway,...
- ❖ Besides,...
- ❖ Actually,...
- ❖ Frankly speaking,..
- ❖ (Un)fortunately,...

**Use more than 2 introductory phrases!**





# Body of the letter (the fourth paragraph asking questions ):

- By the way, the news about ... was exciting.
- Tell me more about...
- I want to know more about...
- Let me ask you some questions about...

Then ask three questions according to the task (use different types of questions)



# Closing lines

(the fifth paragraph sentence 1):

- Sorry, I must go now because I have to do my homework.
- Sorry, I promised to help my parents and I have to leave.



# Closing lines

(the fifth paragraph sentence 2):

- Write back soon;
- Hope to hear from you soon;
- Please, write to me soon;
- Drop me a line when you are free.



# Subscription (the sixth paragraph):

- Best wishes,
- All the best,
- With love,
- Yours,

Don't forget about the comma!!!



# Signature (the seventh paragraph):

Your name

Without any comma or full stop!



# Preferable Example:

Anapa  
Russia  
18.10.16

Dear Name,

Thanks for your letter, it was nice to hear from you. Sorry, I haven't answered earlier but I was really very busy with my school. How are you doing? I hope everything is OK.

In your letter you asked me about ... (answering questions)

By the way, the news about ... was exciting. (asking questions)

Sorry, I must go now because I have to do my homework. Do keep in touch!

All the best,

My name



# Allowable Example

Anapa  
Russia  
18.10.16

Dear Name,

Thanks for your letter, it was nice to hear from you. Sorry, I haven't answered earlier but I was really very busy with my school. How are you doing? I hope everything is OK.

In your letter you asked me about ... (answering questions)

By the way, the news about ... was exciting. (asking questions)

Sorry, I must go now because I have to do my homework. Do keep in touch!

All the best,  
My name



# Task 1

You have 20 minutes to do this task.

You have received a letter from your English-speaking pen-friend Tom who writes:

*Last summer my parents and I went hiking to the mountains. We spent the whole week together and enjoyed it very much. How often do you take active holidays? Who do you think is the best company for you? What extreme sports would you like to try, if any, and why?*

*Last month our English class got an interesting project. We wrote a paper about interesting events in the past of our country ...*

Write a letter to Tom.

In your letter

- answer his questions
- ask **3 questions** about his project paper

Write 100 – 140 words.

Remember the rules of letter writing.



# Task 2

You have 20 minutes to do this task.

You have received a letter from your pen-friend Tom who writes:

*... In our city we have an annual competition for teenagers who make their own short films. This year I got the second prize for a film about my grandparents. Do you think it's important to record family history? Who do you think should do it? How can it be done best?*

*This month is my mom's birthday and now I am thinking about a gift for her. I want it to be very special...*

Write a letter to Tom.

In your letter

- answer his questions
- ask **3 questions** about his mom

Write 100 – 140 words.

Remember the rules of letter writing.

# Task 3

You have 20 minutes to do this task.

You have received a letter from your English-speaking pen-friend Jane who writes:

*... I have just returned from our school volleyball competition. I played for my class team and we won! What sport competitions are held in your school, if any? How can you become a member of your school sport team? Is it an easy thing to do? What kind of sport sections can you attend at school or in town?*

*Oh, I have some more good news! My sister had a great birthday party yesterday!*

Write a letter to Jane.

In your letter

- answer her questions
- ask 3 questions about her sister's birthday party

Write 100 – 140 words.

Remember the rules of letter writing.

# Internet Resources:

- <http://templated.ru/prochie/510-pochtovyy-yaschik.html>
- <http://www.izenglish.ru/lessons/gia/instructions/writing/>
- [https://svetlanakirsanova.blogspot.ru/p/blog-page\\_2694.html#comment-form](https://svetlanakirsanova.blogspot.ru/p/blog-page_2694.html#comment-form)
- <http://4ege.ru/angliyskiy/4673-rechevye-klishe-dlya-napisaniya-lichnogo-pisma.html>
- <http://nsportal.ru/shkola/inostrannye-yazyki/angliyskiy-yazyk/library/2012/07/26/rekomendatsii-k-napisaniyu-pisma>
- <http://englishfull.ru/delovoi/pismo-drugu.html>
- [http://85.142.162.126/os/xmodules/qprint/index.php?theme\\_guid=03719E19E1039FBA49E83B66BEFE6843&proj\\_guid=8BBD5C99F37898B6402964AB11955663](http://85.142.162.126/os/xmodules/qprint/index.php?theme_guid=03719E19E1039FBA49E83B66BEFE6843&proj_guid=8BBD5C99F37898B6402964AB11955663)
- [http://www.fipi.ru/sites/default/files/document/1456834265/aya\\_pch\\_met\\_rek\\_2016.doc](http://www.fipi.ru/sites/default/files/document/1456834265/aya_pch_met_rek_2016.doc)
- [http://dreamteam43.ru/exam/c1-personal\\_letter](http://dreamteam43.ru/exam/c1-personal_letter)

